

Reference Number:	300-03-DD
Title of Document:	Annual Certification of Electrical Systems, Mechanical Systems, Mixing Valves, Fire Alarm Systems, and Fire Sprinkler Systems, and Emergency Generators, and Energy Management Systems for Renewal of Licensure
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Applicability:	ICFs/MR ICF/IID and CRCFs, including DDSN Regional Centers

Purpose

This procedural document establishes policies for the required certification of electrical systems, mechanical systems, mixing valves, fire alarm systems, fire sprinkler systems, and emergency generators for renewal of existing licenses of all DDSN or provider-owned ~~ICF/MR~~ ICF/IID and CRCF facilities/homes. These policies are established to insure proper maintenance of facility support systems, thereby providing a safe and comfortable environment for the consumers.

Procedure

Electrical Systems, Mechanical Systems, Mixing Valves, and Fire Alarm Systems

Each ~~Regional Center or provider agency~~ DDSN Regional Center/DSN Board/Provider shall perform complete and thorough inspections of all electrical systems, mechanical systems, mixing valves, and fire alarm systems as required by the appropriate licensing entity, and they shall obtain the necessary certification as required. These inspections

will normally be performed by qualified provider maintenance staff. However, the Annual Fire Alarm Inspection must be performed by a certified fire alarm contractor. A checklist for each facility/home should be filled out with a letter certifying that the systems are safe and in good operating condition. (See Attachments A, B, and C and G for guidance on what should be included in these checklists.)

To the extent possible, the deficiencies cited during these inspections should be corrected by provider maintenance staff. However, at times it may be necessary to obtain contractor assistance. (For example, items critical to life safety must be corrected as soon as possible and may require the use of contractors). Other items as required by DHEC must be corrected prior to licensure and/or certification.

Fire Sprinkler Systems

Facilities/homes equipped with sprinkler systems shall be inspected in accordance with NFPA 25 standards and DHEC requirements. The following inspections are required to maintain certification: monthly, quarterly, semi-annual, annual, and five (5) year inspections. For provider-owned community residences and DDSN owned community homes, the monthly, quarterly, and semi-annual inspections are normally performed by local staff (either residential staff or local provider maintenance staff). Monthly, quarterly, and semi-annual inspections must be documented with appropriate checklists. (See Attachment D and E for sprinkler system inspection forms). Annual and five (5) year sprinkler inspections must be performed by a certified sprinkler contractor.

For **DDSN** Regional Centers the monthly, quarterly, and semi-annual inspections are performed by the **DDSN** Regional Center maintenance staff. Monthly, quarterly, and semi-annual inspections must be documented with appropriate checklists. (See Attachment D and E for sprinkler system inspection forms). Annual and five (5) year sprinkler inspections must be performed by a certified sprinkler contractor.

Emergency Generators and Energy Management Systems

Each ~~Regional Center or provider agency~~ **DDSN Regional Center/Board/Provider** shall perform a complete and thorough inspection of all emergency generators. Service contracts with qualified contractors are encouraged to ensure that generators are maintained in good operating condition. Service contracts for generators will normally include semi-annual and/or annual inspections by qualified contractors. However, weekly and monthly inspections by **board**/provider maintenance staff are also required. (See Attachment F for a typical Monthly Generator Inspection checklist).

Planning and Scheduling of Inspections

It is expected that **board**/provider staff will establish a comprehensive preventative maintenance program for the equipment included in this Directive. This program should include the scheduling of all annual certification inspections for residential programs.

Checklists and other certification documents should be maintained on file; both at the location being inspected and at a central office location, since these documents are required for licensure and/or certification.

~~The~~ DDSN Regional Centers will use the agency's facility management software (FacilityDude) to provide comprehensive preventative maintenance planning and scheduling. This includes the scheduling of all annual certification inspections for residential programs. One module of this software package (PMDirect) can be used to generate work orders with inspection checklists for all required inspections. Copies of completed inspections can be scanned and attached to the appropriate work orders to provide easily accessible documentation to prove DHEC compliance.

Inspection by Engineering & Planning

The Department of Engineering and Planning will perform periodic inspections of all DDSN and ~~board~~/provider-owned residences to help ensure quality inspection programs are being used. These inspections will be for in-house use only and not for licensure or certification.

Tom Waring
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To access the following attachments, please see the agency website page "Attachments to Directives" under this directive number.

Attachment A:	Annual Facility Inspection Report – General Building Inspection
Attachment B:	Electrical Inspection
Attachment C:	Mixing Valve Inspection Check List
Attachment D:	Fire Sprinkler Systems – Monthly and Quarterly Inspection Form
Attachment E:	Fire Sprinkler Systems – Semi-Annual Waterflow Alarm Test Form
Attachment F:	Generator Inspection Check List
Attachment G:	HVAC Inspection Check List